



CITY OF CHICAGO

DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION

Department of Business Affairs and Consumer Protection Remote Adjudication of Violation Notices (ANOVs)

The City of Chicago's Department of Business Affairs and Consumer Protection (BACP) has set up an option to attempt to resolve outstanding citations without requiring a visit to the Department of Administrative Hearings. This remote adjudication option will be available during the ongoing COVID-19 crisis in an effort to help protect the health and safety of people in Chicago.

Anyone who has been issued an Administrative Notice of Violation (ANOV) that is scheduled for a hearing in Room 106 or Room 107 at the Department of Administrative Hearings, 400 West Superior, may attempt to resolve their matter remotely.

If you would like to attempt to resolve your ANOV without an in-person hearing, please send an email to BACP-AdministrativeHearings@CityofChicago.org at **least three (3) business days before your scheduled hearing date** and include the following information:

- Name,
- Telephone number,
- Violation address,
- Citation number(s),
- Court room number, and
- Hearing date.

Alternatively, you may attach a scanned copy of the ANOV(s) you received to your email. Once this information is received, BACP staff will review it and reach out to you to discuss the ANOV and how it can be resolved.

Note: You are required to appear at DOAH on your scheduled hearing date unless you have received a Final Order that indicates your matter has been resolved. All matters not resolved by the scheduled hearing date are subject to a finding of liable by default.

Please note that sending this information to BACP does not require you to resolve the violation through this process. An in-person hearing at the Department of Administrative Hearings will remain an option.